



European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

Organisation:	European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)			
Job Location:	Kyiv			
Staff Regime:	Locally Contracted			
Job Title/ Vacancy notice	Ref.	Title of the post	Location	Available on
	<u>Locally Contracted (7)</u>			
	UALC 007	Secretary to HoM	Kyiv	ASAP
	UALC 022	Parliamentary Liaison Officer	Kyiv	ASAP
	UALC 049	Legal Officer	Kyiv	ASAP
	UALC 054	Graphic/Web Designer	Kyiv	ASAP
	UALO 050	Conflict Management and Mediation Officer	Kyiv	ASAP
	UALO 060	Communications and Information Systems Expert	Kyiv	ASAP
	UALO 062	Communications and Information Systems Officer	Kyiv	ASAP
Deadline for applications:	Friday, 26 September 2025 at 17:00 hours (Kyiv time). Late applications will not be accepted.			
E-mail to send the App. Form:	vacancies@euam-ukraine.eu			

All locally contracted positions require the individual to be physically present in Ukraine and work at the assigned office.

Eligibility and essential criteria for all posts (candidates must meet the following conditions by the deadline of the applications):

- Enjoy full civil rights and have no criminal records.
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws.
- Meet other criteria as mentioned in the job description (e.g. educational requirements, previous professional experience, etc.).
- Be physically fit to perform the duties relating to the post (such physical fitness should be attested by a medical certificate).
- Other specific post-requirements criteria (e.g. knowledge, skills, etc.) will be assessed during the selection process.

Local staff application procedure

Organizational Unit:	EUAM Ukraine
Appointment Date:	As indicated above
Deadline for applications:	Friday, 26 September 2025 at 17:00 hours (Kyiv time). Late applications will not be accepted.
Process:	<p>Application forms are to be sent in English to EUAM Ukraine in the Word-format, to the attention of Human Resources Division by e-mail to the following e-mail address: vacancies@euam-ukraine.eu</p> <p>Applications will be considered only, when using the standard Application Form to be returned in Word format and indicating which position the candidate is applying for. <u>Only one application per person will be accepted and maximum three positions to apply for with priorities specified.</u></p> <p><u>All locally contracted positions require the individual to be physically present in Ukraine and work at the assigned office.</u></p> <p>Eligibility criteria is of outmost importance. At this stage, it is not necessary to send copies of qualifications, previous employment contracts, etc. The candidates will be shortlisted based on their relevant qualifications and experience and only those considered eligible will be invited for tests and/or interviews. At the end of the selection process, only those short-listed applicants will be notified on the outcome of the selection process. The EU strives for an improved gender balance in compliance with UN Security Council Resolution 1325. Therefore, EUAM Ukraine encourages female candidates to apply for these posts. EUAM Ukraine shall place no restrictions on the eligibility of men and women to participate in any capacity under the conditions of equality.</p>



European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALC 007	Secretary to HoM	
Department/Unit	Location	Post Group (Local Staff)
Head of Mission Office (HoM Office)	Kyiv	II

The Secretary to HoM will report to the Head of Mission (HoM) and will be administratively coordinated through the Chief of Staff. To be able to carry the required tasks effectively, the Secretary to HoM will closely cooperate with the Executive Assistants to HoM and the Deputy Head of Mission (DHoM).

Duties and Responsibilities

The Secretary to HoM will be required, in accordance with the EUAM Ukraine Mandate, Code of Conduct and the General Service Conditions for Locally Contracted Staff Employed by EUAM Ukraine, Serving in Ukraine, to perform the following tasks:

- Assist with the daily management of HoM's Office;
- Perform administrative and secretarial duties;
- Support CoS in the development and implementation of administrative policies for HoM's Office, and contribute to Mission administrative policies;
- Initiate, develop and maintain appropriate administrative systems both paper and electronic for HoM;
- Develop and maintain filing systems to ensure efficiency and business continuity;
- Manage HoM's meetings calendar and travel schedules;
- Manage HoM's expenses;
- Receive and distribute all correspondence as routed by HoM to the appropriate internal/external recipients;
- Maintain quality control of all correspondence processed through HoM's Office;
- Support CoS Office with administrative functions as tasked by CoS;
- Translate/interpret when required;
- Deal with all information, inter alia, operational information, with confidentiality and discretion;
- Perform any other related tasks as requested by the Line Manager.

Qualifications and experience

Eligibility criteria:

- Enjoy full civil rights and have no criminal records;
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;
- Successful completion of a full course of university studies attested by a Bachelor's degree in Public Administration, Political Science, International Relations, Law, Social Sciences, Diplomacy Philology, Humanities or a closely related field of study (Bachelor's degree is a requirement);
- After having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience in the private or public sector.

Essential criteria:

- Be physically fit to perform the duties relating to the post;
- Professional fluency in English and Ukrainian languages, both oral and written;
- Excellent communication skills of English and Ukrainian;
- Very good knowledge and experience of Office Suite Package;
- Experience in positions requiring analytical and organizational skills, with a service- and project-oriented approach.

Additional advantageous assets:

- Professional experience in an EU or International environment;
- Experience of working in an intercultural environment, with respect of diversity.

Personality assets:

- Have strong sense of initiative, responsibility and autonomy;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to write and communicate in a clear and concise manner;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- Ability to deal helpfully and courteously with people, including outside contacts;
- Ability to perform on-call and irregular working schedule if required.



European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALC 022	Parliamentary Liaison Officer	
Department/Unit	Location	Post Group (Local Staff)
Chief of Staff Office/Political Analysis and Coordination Division/ Parliamentary Office	Kyiv	II

The Parliamentary Liaison Officer will report to Head of Political Analysis and Coordination Division. As part of the Political Analysis and Coordination Division, the Parliamentary Liaison Officer will contribute to the efficient and effective completion of relevant tasks.

The main task of the Parliamentary Liaison Officer is to assist on all issues related to the SSR-based engagement of the EUAM with the Verkhovna Rada of Ukraine. Functional coordination of tasks related to EUAM's engagement with the Verkhovna Rada of Ukraine will be ensured by the Parliamentary Liaison Adviser.

Duties and Responsibilities

The Parliamentary Liaison Officer will be required, in accordance with the EUAM Ukraine Mandate, Code of Conduct and the General Service Conditions for Locally Contracted Staff Employed by EUAM Ukraine, Serving in Ukraine, to perform the following tasks:

- Monitor and keep mission management and the relevant mission members informed of SSR-related developments in Parliament, including any legislative initiatives relevant for the Mission's mandate;
- Provide analysis and advice to mission management and the relevant mission members on the SSR related developments in Parliament, the legislative process, its stages and the Parliament Rules of Procedure;
- Assist the Line Manager and the Parliamentary Liaison Adviser in the preparation and implementation of the Mission's projects in support of the Parliament;
- Facilitate contacts between the Mission and members of Parliament and provide support in developing, planning and organizing meetings and events; take notes/minutes;
- Collect and analyse information contained in communications and publications received from different sources;
- Support with working translation/interpretation if needed (and no mission interpreter is available) from English to Ukrainian language and vice-versa;
- Perform administrative duties, draft e-mails, memos, letters and other requested documents as required;
- Maintain, develop, and file documents and recorded data in appropriate databases, spreadsheets and all data-related files;
- Handle information with confidentiality and discretion;
- Perform any other related tasks as requested by the Line Manager.

Qualifications and experience

Eligibility criteria:

- Enjoy full civil rights and have no criminal records;
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;
- Successful completion of university studies attested by a Bachelor's degree in Political Science, International Relations, Social Sciences, Linguistics/Philology, Diplomacy or a closely related field of study (Bachelor's degree is a requirement);
- After having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience in the private and/or public sector.

Essential criteria:

- Be physically fit to perform the duties relating to the post;
- Professional fluency in English and Ukrainian languages, both oral and written;
- Excellent knowledge of Verkhovna Rada structure and functioning and good knowledge of Ukrainian Governmental Institutions;
- Knowledge of the political, cultural and security situation in Ukraine, especially in the areas of a parliamentary affairs and Civilian Security Sector Reform;
- Very good knowledge and experience of Office Suite Package;
- Experience in positions requiring excellent drafting, analytical and organizational skills.

Additional advantageous assets:

- Professional experience in an EU and/or International environment;
- Knowledge of and practical experience in project management;
- Experience of working in an intercultural environment, with respect of diversity;
- Experience in change management and consultation of government authorities would be a significant advantage.

Personality assets:

- Have strong sense of initiative, responsibility and autonomy;
- Maintain the highest levels of confidentiality and discretion when dealing with information;
- Ability to build and maintain productive and cooperative working relationships with other staff members of EUAM-Ukraine as well as with staff members of EU instruments, international partners, and local authorities;
- Ability to deal cooperatively and courteously with people, including outside contacts;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- Ability to perform on-call and irregular working schedule if required.



European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALC 049	Legal Officer	
Department/Unit	Location	Post Group (Local Staff)
Chief of Staff Office/Project Cell	Kyiv	II

The Legal Officer will report to the Head of Project Cell. As part of the Project Cell, the Legal Officer will contribute to the efficient and effective accomplishment of the assigned tasks.

Duties and Responsibilities

The Legal Officer will be required, in accordance with the EUAM Ukraine Mandate, Code of Conduct and the General Service Conditions for Locally Contracted Staff Employed by EUAM Ukraine, Serving in Ukraine, to perform the following tasks

- Provide legal expertise and legal advice on the current legislation of Ukraine in project management related areas, in regards but not limited to the Civil Code in part of contract regulations, to the Customs Code, Commercial Code, Tax Code and any similar area, limited to project-related administration;
- Assess and support on the legal documents, in particular Supply Contracts and Donation Agreements via International Technical Assistance;
- Liaise with the relevant Ukrainian institutions related to the areas of EUAM Ukraine project management in accordance with EUAM Ukraine policy and guidelines;
- Cooperate in project-related matters with the Mission's Legal Adviser, as appropriate;
- Coordinate the legal-administrative communication with relevant Ukrainian authorities regarding the registration of Mission's projects and donations of assets/software, including assessment of proposals, changes, and adjustments to the Mission's templates to ensure they are in line with the provisions of the Decree of the Cabinet of Ministers of Ukraine dated February 15, 2002, No. 153 "On Establishing a Unified System for Attracting, Using and Monitoring International Technical Assistance" and other relevant regulations or administrative practices;
- Support project managers in their process of drafting donation agreements, as appropriate;
- Research and analyse existing legislation related to the areas of EUAM Ukraine projects, and provide expert legal advice and make recommendations, as required;
- Work with state and foreign registers and databases;
- Collect and analyse information contained in communications and publications received from different sources, including the press with regards to the respective field of EUAM Ukraine's project management;
- Participate in developing, planning and organising meetings with local authorities, stakeholders as required;
- Actively partake in Project Cell planning sessions (also including project related finance and procurement issues in Ukrainian context) to enhance EUAM Ukraine's mandate activities regarding legal aspects;
- Take accurate notes/minutes of meetings with interlocutors and ensure the timely filing of reports;
- When necessary, translate legal elements of documents related to the area of expertise from English to Ukrainian and vice-versa;
- In meetings that contain legal aspects, provide legal interpretation/translation as required for project-related legal documents and meetings from English to Ukrainian and vice-versa to the international members of EUAM Ukraine, as assigned;
- Perform additional administrative duties including drafting e-mails, memos, letters, and other documents as required, focusing on specific legal aspects (drafting of papers on legal issues, as required) and

providing support as required for a legal topics in project management or operational issues as appropriate;

- Identify and anticipate, from a legal perspective and in a timely manner, potential risks and issues specific to project management, and advise mitigating measures to the Line Manager and project teams;
- Maintain, develop and file documents and recorded data in appropriate databases, spreadsheets and all data-related files;
- Act as the replacement and deputise other Project Cell colleagues, as required;
- Handle information with confidentiality and discretion;
- Perform any other related tasks as requested by the Line Manager.

Qualifications and experience

Eligibility criteria:

- Enjoy full civil rights and have no criminal records;
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;
- Successful completion of a full course of university studies attested by a Bachelor's degree in Law (Bachelor's degree is a requirement);
- After having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience in the legal, judiciary or other related legal field.

Essential criteria:

- Possess excellent skills in conducting legal research and in drafting legal memoranda, reports and opinions;
- Be physically fit to perform the duties relating to the post;
- Professional fluency in English and Ukrainian languages, both oral and written;
- Sound knowledge of the Ukrainian legal system, Ukrainian government structures, governmental Institutions, structures and governance processes;
- Sound knowledge in Customs Code, Commercial Code, Tax Code, as well as International Treaties;
- Excellent communication skills of English and Ukrainian;
- Very good knowledge and experience of Office Suite Package;
- Experience in positions requiring analytical and organizational skills, with a service and project oriented approach;
- Experience of data analysis and spreadsheets.

Additional advantageous assets:

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect for diversity.

Personality assets:

- Have strong sense of initiative, responsibility and autonomy;
- Maintain the highest levels of confidentiality and discretion when dealing with information;
- Ability to build productive and cooperative working relationships with other mission members;
- Ability to foster and maintain effective working relationships with national and international counterparts;
- Ability to deal helpfully and courteously with people, including outside contacts;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure.



European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALC 054	Graphic/Web Designer	
Department/Unit	Location	Post Group (Local Staff)
Chief of Staff Office/Press and Public Information Division (PPID)	Kyiv	II

The Graphic/Web Designer will report to the Head of Press and Public Information Division/Senior Spokesperson in the development and implementation of press and public relations procedures of EUAM. As part of the Press and Public Information Division (PPID), the Graphic/Web Designer will contribute to the efficient and effective running of PPID tasks.

Duties and Responsibilities

The Graphic/Web designer will be required, in accordance with the EUAM Mandate, Code of Conduct and the General Service Conditions for Locally Contracted Staff Employed by EUAM Ukraine, Serving in Ukraine, to perform the following tasks:

- Maintain the EUAM website, apply re-designs as needed, and take the initiative to constantly monitor and update the website as appropriate, making suggestions for improvements and necessary modifications;
- Design EUAM information products such as leaflets, brochures, newsletters and infographics, under the instruction of the HoPPID/Spokesperson, and often at short notice;
- Ensure other graphic design needs are met as appropriate;
- Draft Terms of Reference or Technical Specifications for the purchase of services or goods to fulfil the annual purchase plan of PPID;
- Contribute to EUAM's programme of strategic communications activities for Ukrainian civilian security sector agencies, by suggesting training ideas and delivering training on web/graphic design topics;
- Maintain, edit and update EUAM's SharePoint intranet platform;
- Deal with information with confidentiality and discretion;
- Otherwise assist with the daily running of Press and Public Information Division; and perform any other tasks as requested by his/her Line Manager.

Qualifications and experience

Eligibility criteria:

- Enjoy full civil rights and have no criminal records;
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;
- Successful completion of a full course of university studies attested by a Bachelor's degree in a relevant field of study (Bachelor's degree is a requirement);
- After having fulfilled the education requirements, at least five (5) years of relevant and proven full-time professional experience in the private and/or public sector.

Essential criteria:

- Be physically fit to perform the duties relating to the post;
- Professional fluency in English and Ukrainian languages, both oral and written;
- Very good knowledge and experience of Office Suite Package;
- Excellent technical skills in graphic and web design, and excellent knowledge of relevant HTML/CM systems and software;

- Excellent knowledge of relevant graphic design software such as Illustrator/ CorelDraw/ Picasa/ Photoshop;

Additional advantageous assets:

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect for diversity;
- Experience in drafting Terms of Reference or Technical Specifications.

Personality assets:

- Have strong sense of commitment, initiative, responsibility and autonomy;
- Have a strong team ethic and selflessness;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to deal helpfully and courteously with people, including outside contacts;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure.



European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 050	Conflict Management and Mediation Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations/Strategic Reform Component/Cross-Cutting Unit	Kyiv	II

The Conflict Management and Mediation Officer will report to the Head of Cross-Cutting Unit. As part of the Operations Department, the Conflict Management and Mediation Officer will contribute to the efficient and effective completion of relevant tasks within the mandate of EUAM.

Duties and Responsibilities

The Conflict Management and Mediation Officer will be required, in accordance with the EUAM Ukraine Mandate, Code of Conduct and the General Service Conditions for Locally Contracted Staff Employed by EUAM Ukraine, Serving in Ukraine, to perform the following tasks:

- Carry out and secure successful implementation of projects, and coordinate and cooperate with other projects;
- Establish and maintain trustful, warm and respectful relationships with key stakeholders: especially with civil society, law enforcement agencies, and local government involved in regional and local efforts on social cohesion and dialogue-based conflict management;
- Advise on and organize meetings of the Component/Unit or/and other Mission members with the relevant stakeholders;
- Establish and maintain networks with Ukrainian and international experts in social cohesion, peacebuilding, conflict management and reintegration;
- Assist the Line Manager in support of his/her contribution to the development of Ukrainian government and ministerial reform policy and in accordance with Mission policy and guidelines;
- Assist in coordinating Conflict Management, Social Cohesion and Mediation related activities with EUAM's field offices, the Mobile Unit, and the Police Unit;
- Follow overall developments, collect and analyse information contained in communications and publications received from different sources, including the press, with regards to social cohesion and mediation, in particular in the liberated and adjacent territories (LAT) of Ukraine;
- Co-develop with Ukrainian partners proposals and activities in the fields of conflict management, reintegration and social cohesion in the LAT;
- Organize workshops, conferences and other events related to the Component's/Unit's priorities within the civilian security sector and assist in the development of curricula and deliver training where required;
- Assist other EUAM colleagues/teams in preparing and implementing activities;
- Take notes/minutes;
- Draft written analysis, reports and presentations;
- Perform translations of all types of documents between English and Ukrainian;
- Perform interpretation in liaison and consecutive mode between English and Ukrainian, inter alia at meetings and mentoring sessions for the international members of EUAM as assigned;
- To work and travel within the Mission's area of operations;
- Maintain, develop, and file documents and recorded data in appropriate database, spreadsheets and all data-related files;
- Handle information with confidentiality and discretion;

- Perform any other related tasks as requested by the Line Manager.

Qualifications and experience

Eligibility criteria:

- Enjoy full civil rights and have no criminal records;
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;
- Successful completion of a full course of university studies attested by a Bachelor's degree in Political Science, International Relations, Diplomacy, Law, Social Sciences, Psychology, Public Administration or a closely related field of study (Bachelor's degree is a requirement);
- After having obtained the university degree, at least five (5) years of relevant and proven full-time professional experience in the private or public sector.

Essential criteria:

- Be physically fit to perform the duties relating to the post;
- Professional fluency in English and Ukrainian languages, both oral and written;
- Experience in reaching out/establishing networks with civil society or government stakeholders at the national and local levels;
- Experience in bringing together state agencies and civil society organisations to identify and address mutual issues of concern at the local and national levels;
- Thorough knowledge of the political, cultural and security situation in Ukraine, especially in the areas of civil society, security sector and its reform process;
- Thorough knowledge of approaches and methodologies in the fields of social cohesion, conflict management, reintegration and mediation;
- Experience in working with and participating in mediations, dialogue meetings and/or reconciliation processes;
- Very good knowledge and experience of Office Suite Package;
- Experience in positions requiring project management skills;
- Experience in compiling reports.

Additional advantageous assets:

- Having relevant professional experience of working in an international organization present in Ukraine (EU, CoE, UN, OSCE, USAID, etc);
- Knowledge of Ukrainian Governmental Institutions;
- Knowledge of Ukrainian civil society organisations;
- Work experience in the LAT of Ukraine;
- Professional experience in an EU or International environment;
- Experience of working in an intercultural environment, with respect of diversity.

Personality assets:

- Have strong sense of initiative, responsibility and autonomy;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to deal helpfully and courteously with people, including outside contacts;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- Ability to perform on-call and irregular working schedule if required;
- Ability to meet colleagues, managers and interlocutors with empathy, sincere curiosity and care.



European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 060	Communications and Information Systems Expert	
Department/Unit	Location	Post Group (Local Staff)
Operations/Strategic Reform Component/OAS Reform Unit	Kyiv	I

The Communications and Information Systems Expert will report to the Head of OAS Reform Unit. As part of the Operations Department, the Communications and Information Systems Expert will contribute to implementing the Mission's digital transformation and innovation agenda.

Duties and Responsibilities

The Communications and Information Systems Expert will be required, in accordance with the EUAM Mandate, Code of Conduct and the General Service Conditions for Locally Contracted Staff Employed by EUAM Ukraine, Serving in Ukraine, to perform the following tasks:

- Assist the Head of Unit in the development of Ukrainian government and ministerial Digital Transformation and innovation policy and strategies within the civilian security sector;
- Assisting in establishing a broad network of contacts with representatives from government, civil society, industry and other relevant counterparts relevant for promoting digital innovation and innovation in the civilian security sector;
- Follow developments and provide analysis and reform activities in digital transformation and innovation;
- Draft project proposals and assist in delivering projects, workshops, also online, to raise awareness, skills and knowledge about digital transformation and innovation;
- Coordinate activities with other EUAM colleagues, specifically the OAS Reform Team, but also with other Components, Field Offices, and the Mobile Unit;
- Translate documents, e.g. laws, administrative regulations, presentations, letters, reports etc. from English to Ukrainian language and vice-versa, if needed;
- Take notes/minutes;
- Collect and analyse information contained in communications and publications received from different sources, including the press, in continuation of mission Press and Public Information Division with regards to the respective field of reform;
- Draft written analysis, reports and presentations;
- Provide support in developing, planning and organizing meetings and events with local authorities, stakeholders and international organisations;
- Draft e-mails, memos, letters and other requested documents as required, including to maintain filing systems;
- Maintain, develop and file documents and recorded data in appropriate database, spreadsheets and all data-related files;
- Handle information with confidentiality and discretion;
- Perform any other related tasks as requested by his/her Line Manager.

Qualifications and experience

Eligibility criteria:

- Enjoy full civil rights and have no criminal records;
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;

- Successful completion of a full course of university studies attested by a Master/Specialist degree in Information Technology, Computer Science, Public Administration, Political Science, Police Science, International Relations, Law, Social Sciences, Diplomacy, or a closely related field of study (Master's/Specialist's degree is a requirement);
- After having fulfilled the education requirements, at least seven (7) years of relevant and proven full-time professional experience out of which a minimum of 3 years of experience in developing or digital transformation or innovation activities in the private and/or public sector.

Essential criteria:

- Be physically fit to perform the duties relating to the post;
- Fluency in English and Ukrainian, both oral and written;
- Possess excellent communication skills in English and Ukrainian;
- Very good knowledge and experience of Microsoft Office Suite;
- High level of flexibility and self-reliance;
- Proven experience to prepare, coordinate and assist in high level meetings;
- Experience in advising on and implementing digital transformation /ICT and/or innovation projects;
- Analytical, reporting skills and previous experience in Project Management;
- Sound knowledge of Ukrainian government structures, governmental institutions, and governance processes;
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports.

Additional advantageous assets:

- Knowledge and Experience of change management, related outreach and consultation, especially in the interface between civilian and uniformed sector, would be a significant advantage;
- Knowledge of e-government related ICT solutions and EU best practices;
- Knowledge of EU and Ukrainian data protection and cybersecurity legal frameworks;
- Professional experience in an EU and/or International environment (Missions and/or International Organizations);
- Experience of working in an intercultural environment, with respect of diversity;
- Professional experience of working with Ukrainian LEAs and civil society.

Personality assets:

- Have a strong sense of initiative, responsibility and autonomy;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- Ability to perform on-call and irregular working schedule if required;
- Maintain the highest levels of confidentiality and discretion when dealing with information;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to deal helpfully and courteously with people, including outside contacts.



European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALO 062	Communications and Information Systems Officer	
Department/Unit	Location	Post Group (Local Staff)
Operations/Strategic Reform Component/OAS Reform Unit	Kyiv	II

The Communications and Information Systems Officer will report to the Head OAS Reform Unit. As part of the Operations Department, the Communications and Information Systems Officer will contribute to implementing the Mission's digital transformation and innovation agenda.

Duties and Responsibilities

The Communications and Information Systems Officer will be required, in accordance with the EUAM Mandate, Code of Conduct, and the General Service Conditions for Locally Contracted Staff Employed by EUAM Ukraine, Serving in Ukraine, to perform the following tasks:

- Assist the Head of Unit in the development of Ukrainian government and ministerial Digital Transformation and innovation policy and strategies within the civilian security sector;
- Assist and support the Head of Unit in the coordination of projects;
- Coordinate activities with other EUAM colleagues, specifically the OAS Reform Team, but also with other Components, Field Offices, and the Mobile Unit;
- Perform translations of all types of documents, e.g. laws, administrative regulations, presentations, letters, reports etc. from English to Ukrainian language and vice-versa;
- Perform interpretation in liaison and consecutive mode from English to Ukrainian or Russian language and vice-versa, inter alia at meetings/sessions for the international members of EUAM as assigned;
- Take notes/minutes;
- Collect and analyse information contained in communications and publications received from different sources, including the press, in continuation of mission Press and Public Information Division with regards to the respective field of reform;
- Draft written analysis, reports and presentations;
- Provide support in developing, planning and organizing meetings and events with local authorities, stakeholders and international organisations;
- Perform administrative and secretarial duties, draft e-mails, memos, letters and other requested documents as required, including to maintain filing systems;
- Maintain, develop and file documents and recorded data in appropriate database, spreadsheets and all data-related files;
- Handle information with confidentiality and discretion;
- Perform any other related tasks as requested by his/her Line Manager.

Qualifications and experience

Eligibility criteria:

- Enjoy full civil rights and have no criminal record;
- Citizenship of Ukraine and/or holding permanent resident and work permits according to Ukrainian laws;
- Successful completion of a full course of university studies attested by a Bachelor's degree in Information Technology, Computer Science, Public Administration, Political Science, International Relations, Law, Social Sciences, Diplomacy or a closely related field of study (Bachelor's degree is a requirement);

- After having fulfilled the education requirements, at least five (5) years of relevant and proven full-time professional experience in the private and/or public sector.

Essential criteria:

- Be physically fit to perform the duties relating to the post;
- Fluency in English, Ukrainian and Russian, both oral and written;
- Possess excellent communication skills in English and Ukrainian;
- Very good knowledge and experience of Microsoft Office Suite Knowledge in Governance, Digital Transformation or Innovation related issues, to include the development of Ukrainian government and ministerial reform policy;
- Experience in ICT/Digital Transformation related projects;
- Knowledge of Ukrainian government structures, governmental institutions, and governance processes;
- Experience of change management, related outreach and consultation, especially in the interface between civilian and uniformed sector;
- Experience in positions requiring organizational skills, with a service approach;
- Experience in compiling reports.

Additional advantageous assets:

- Professional experience in an EU and/or International environment;
- Knowledge of innovative solutions in the area of e-government;
- Basic knowledge of the legal framework on data protection and cybersecurity;
- Experience of working in an intercultural environment, with respect of diversity.

Personality assets:

- Have a strong sense of initiative, responsibility and autonomy;
- Maintain the highest levels of confidentiality and discretion when dealing with information;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to deal helpfully and courteously with people, including outside contacts;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- Ability to perform on-call and irregular working schedule if required.